

2007 Application Instructions NCI Director's Consumer Liaison Group

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH
NATIONAL CANCER INSTITUTE
NCI DIRECTOR'S CONSUMER LIAISON GROUP**

**MEMBER APPLICATION INSTRUCTIONS
2007**

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I. Background

The National Cancer Institute (NCI) formed the NCI [Director's Consumer Liaison Group](#) (DCLG) in 1998 to advise and make recommendations to the NCI Director, from the perspective and viewpoint of cancer consumer advocates, on a wide variety of issues, programs, and research priorities. The DCLG is a 16-member chartered federal advisory committee that works with NCI to ensure that those who experience the burden of cancer also help to shape the course of the NCI's research efforts to eradicate it. The DCLG gives cancer advocates a channel to voice their views and concerns. The NCI Director has asked the DCLG to focus on two areas important to NCI: 1) the elimination of cancer health disparities; and 2) research issues in cancer care delivery.

A. Structure and Responsibilities

This year, 4 members rotate off the DCLG and 4 new members will begin their 4-year terms on or about July 1, 2007. Given that the DCLG is chartered under the [Federal Advisory Committee Act](#), DCLG members must abide by and comply with all related regulations, including, but not limited to, standards of ethical conduct and conflict-of-interest rules. While attending meetings as a DCLG member individuals are Special Government Employees and are provided a standard \$200 per day honorarium.

Members must be committed to participate fully in all activities of the DCLG, including at least two in-person meetings per year in the Washington, DC, area, conference calls, and working group activities. NCI will cover travel, lodging, and per diem expenses associated with attending DCLG meetings in accord with federal travel regulations. Meetings in the Washington, DC area for 2007, 2008, 2009, and 2010 are tentatively planned for:

- Thursday, March 29 and Friday, March 30, 2007
- Thursday, October 25 and Friday, October 26, 2007
- Thursday, March 27 and Friday, March 28, 2008
- Tuesday, October 21 and Wednesday, October 22, 2008
- Thursday, March 26 and Friday, March 27, 2009
- Wednesday, October 21 and Thursday, October 22, 2009
- Thursday, March 25 and Friday, March 26, 2010
- Wednesday, October 20 and Thursday, October 21, 2010

DCLG members review and analyze background materials prior to each meeting. In addition, the group prepares reports and makes written recommendations to the NCI Director based on the results of their meetings. Individual members participate in working groups and might be required to prepare reports and summaries for the benefit of the DCLG members.

B. Characteristics of the DCLG

The NCI seeks to maintain a balanced DCLG membership that reflects the breadth and diversity of the cancer advocacy community with respect to:

- Cancer Type
- Expertise
- Advocacy Organizations
- Geographical Area
- Race and Ethnicity
- Gender
- Age

C. Eligibility Criteria

In order to be eligible for the DCLG, an applicant must meet the two criteria below. The applicant must:

1. Demonstrate involvement in the cancer experience as either:
 - a cancer survivor, or
 - a caregiver to someone who has had cancer, or
 - a professional or volunteer who works with cancer survivors, patients, or caregivers.
2. Have a constituency with which s/he regularly communicates on cancer issues and with which s/he is able to serve as a conduit for information, both to and from NCI.

D. Selection Process

Applicants who meet the eligibility requirements will be assessed further based on the following qualities:

- Cancer advocacy experience
- Possession of strong leadership, communications, and collaboration skills
- Ability to facilitate dialogue between NCI and the cancer advocacy community
- Ability to represent/advise on broad, crosscutting cancer issues, including those NCI priorities for DCLG focus, identified by the NCI Director:
 - Cancer care delivery issues – for example: the development of the National Community Cancer Centers Program (NCCCP)
 - eliminating cancer health disparities

Reviewers who are familiar with the responsibilities of the DCLG will assess each application. During the selection process, you might be contacted for additional

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information. The NCI Director will make the final selection of candidates with the goal of creating a DCLG that reflects the breadth and diversity of all persons affected by cancer. If you are selected to serve as a member of the DCLG you will be notified by the end of June, 2007.

II. General Application Instructions

Complete each part of the DCLG Application Package:

- a. Essential Applicant Information (no longer than 2 pages)
- b. Personal Statement (no longer than 3–4 pages)
- c. Two Letters of Reference
- d. A Statement of Assurance (no longer than 1 page)
- e. A CV or resume

Your completed application package must be postmarked by Friday, March 30, 2007.

You will be notified when your application package arrives. If your application package is incomplete, we will ask you for the missing items and specify a deadline for receiving them.

Mail your completed application package, which should include the essential applicant information, personal statement, two letters of reference, resume, and statement of assurance to:

Palladian Partners, Inc.
Attn: DCLG 2007 Selection Process
1010 Wayne Avenue, Suite 1200
Silver Spring, MD 20910
Phone: (301) 650-8660
Fax: (301) 650-8676
Email: dclg2007@palladianpartners.com

III. 2007 Application Package Information

The DCLG application consists of five main sections that must be completed:

- a. Essential Applicant Information including Eligibility Criteria (no longer than 2 pages)
- b. Personal Statement (no longer than 3-4 pages)
- c. Two Letters of Reference
- d. A Statement of Assurance (no longer than 1 page)
- e. A resume or CV

A. Essential Applicant Information

1. Contact Information

- a. Name, including any degrees
- b. Mailing address for both home and office: (no post office boxes) including street, city, state, and zip code
- c. Home phone and fax number
- d. Work phone and fax number
- e. Preferred e-mail address
- f. Occupation

2. Demographic Information

- a. Gender: Male or Female
- b. Race (optional): American Indian or Alaska Native; Asian American, Native Hawaiian or Other Pacific Islander; Black or African American; White or other
- c. Ethnicity (optional): Hispanic or Latino/a, not Hispanic or Latino/a
- d. Date of birth (optional) including month, day, and year
- e. Highest academic degree and area of concentration

3. Eligibility Criteria

Please indicate whether you are:

- a. a cancer survivor (optional: cancer site/type), and/or
- b. a caregiver, and/or
- c. a professional/volunteer who works with cancer survivors or caregivers.

Group/Constituency

- a. Please identify your primary cancer group or constituency, its goals and objectives.¹
- b. Describe the type (s) of cancer represented
- c. Describe the demographic characteristics of the group or clients served (for example, ethnic or racial group, adults or children, men or women)

¹ NOTE: We define constituency as a formal or informal group with whom you communicate regularly about cancer issues. Examples include local, regional, or national cancer advocacy organizations, or local support groups.

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- d. Approximate the number of people in your group/organization
- e. List any additional cancer-related groups you've worked with, your role with the group (volunteer, board member, executive director, etc.), and the dates or years you worked with the group.

B. Personal Statement for the DCLG

NCI has identified a set of experiences that DCLG members should have in order for the advisory committee to be effective and productive. Your personal statement should illustrate how you possess each of these characteristics and have applied them in your advocacy work. Please note that providing examples that show how you have applied these qualities is encouraged.

Please also explain why you are interested in serving on the DCLG and your experience as it relates to the areas described below. *The most successful applicants will address all 4 areas below in their personal statement.* Your personal statement should be no longer than 3 to 4 type written pages.

1. Cancer Advocacy Experience

DCLG members must be experienced cancer advocates. Please discuss how you have been a leader, formally or informally, within a cancer advocacy organization and your successful track record of working with other advocates, advocacy groups, and in your community; as well as being influential in their successes and accomplishments. It should be clear to readers that your actions have had an impact in your community. Please highlight leadership roles and give specific examples of outstanding accomplishments or contributions associated with your involvement with a cancer advocacy organization.

2. Communications and Collaboration Skills

DCLG members are asked to advise NCI on a variety of cancer research issues that are important to NCI and the cancer advocacy community. Please give examples that demonstrate that you can assist groups in reaching decisions or consensus, and can communicate those decisions to NCI and other cancer advocates. Specific qualities to be highlighted include:

- Ability to help a group develop consensus, and contribute to teambuilding;
- Excellent communications skills, *including oral and writing skills*;
- Ability to work well with a diverse group of individuals.

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Applicants should show examples of prior experience working as part of a board or committee that gives unified recommendations, rather than individual opinion statements.

3. Ability to Represent/Advise on Broad, Crosscutting Cancer Issues

It is natural that many consumer advocates specialize in one type of cancer or in working with a specific constituency. However, for the DCLG to be an effective, cohesive committee, its members must be able to set aside their specific cancer or constituency and deal with the broad, issues in cancer research that NCI faces. Be sure to comment on your knowledge of the National Cancer Institute (NCI) and its role in cancer research. Please discuss experiences in which you had to view cancer issues from multiple perspectives and were able to understand these cross-cutting issues, keeping in mind the concerns of others who might draw from a personal cancer experience different from your own. Please give specific examples if you had previous experience in working with one organization while partnering with another advocacy organization, or in partnership with private industry or government.

4. Ability to Facilitate Dialogue Between NCI and the Cancer Advocacy Community

A major focus of the DCLG is working to improve collaboration between NCI and the cancer advocacy community. DCLG members should be able to serve as a conduit for the consumer advocate perspective at NCI and for NCI's perspective in the cancer advocacy community. This means translating the issues that NCI faces as a research institution to the advocacy community and representing the needs of the advocacy community to NCI. Please give specific examples of how you would accomplish this if selected as a DCLG member.

5. Additional Information

You are welcome to provide any additional information including skills, accomplishments, and awards that are pertinent to your application to the DCLG.

C. Letters of Reference

Please ask two people who are familiar with your interests, accomplishments, and contributions within the cancer advocacy community to write your letters of reference. Each letter should:

- Be no longer than two pages.
- Include the writer's contact information.
- Be typed single-spaced with a 12-point font size.
- Be sealed in an envelope with your name on the cover.

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Each letter should address your ability to meet the selection criteria, specifically:

- How you have been involved with a cancer advocacy organization.
- Your successful track record of working with other advocates, advocacy groups, and in your community.
- Your strong leadership skills.
- Your excellent communications skills, *including oral and writing skills*.
- Your ability to work well with a diverse group of individuals.
- Your ability to set aside your specific cancer or constituency in order to deal with the broad, crosscutting cancer issues that NCI faces.
- Your ability to act as a conduit between two communities.

D. Statement of Assurance

Please provide a signed statement of assurance, which confirms that upon selection you will:

- Participate fully in DCLG activities including face-to-face meetings, work group activities, conference calls, and information gathering in the preparation of DCLG reports and recommendations to the NCI Director.
- Subordinate personal and professional cancer interests to broader, crosscutting matters of importance to NCI.
- Respond to requests from the NCI Director to examine emerging issues in cancer research.

NOTE: Please indicate if you are currently a member of another NCI Advisory Committee.

E. Resume or CV

Please provide a copy of your most recent CV or resume.

IV. Sample Snapshots

Please note that these snapshots are provided to suggest the appropriate formatting of your application. The content is mock data and should not be used in any actual application.

A. Sample First Page – Essential Applicant Information

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A. Essential Applicant Information

1. Contact Information

Name: John Fernandez
Mailing Address:
Home: 222 East James Street, Waterloo, Iowa 50701
Work: 15 Executive Blvd., Waterloo, Iowa 50701
Home Phone: 555-123-4567
Work Phone: 555-123-7654; Work Fax: 555-123-5555
E-mail Address: jfernandez@company.com
Occupation: Teacher

2. Demographic Information

Male
Race: White
Ethnicity: Hispanic
Date of Birth: 5/25/1945
Education: BS; Biology

3. Eligibility Criteria

I am a tongue cancer survivor, diagnosed in 1998.

Group/Constituency

My primary cancer group is the Head and Neck Cancer Survivors Network of Iowa. I am

B. Sample First Page – Personal Statement

The image shows a sample personal statement application form within a windowed interface. The form is divided into sections by bold headings. The first section is 'Personal Statement', followed by 'To Whom It May Concern:'. The second section is 'Cancer Advocacy Experience', followed by 'Communications and Collaboration Skills', and finally 'Ability to Represent and Advise on Cross-Cutting Cancer Issues'. The text is written in a serif font. The window has a standard Mac OS X-style title bar and a scroll bar on the right side.

Personal Statement
To Whom It May Concern:

I am writing today to express my sincere interest in becoming a member of the NCI Director's Consumer Liaison Group. While it was my own diagnosis that initially prompted me to get involved in the greater cancer advocacy community, my involvement has grown beyond head and neck cancers. I recognize that as technology continues to advance, we will begin to diagnose and treat cancers at a much smaller level.

Cancer Advocacy Experience

I have a great deal of leadership in the cancer advocacy community through my work with the Head and Neck Cancer Survivors Network of Iowa. For example...

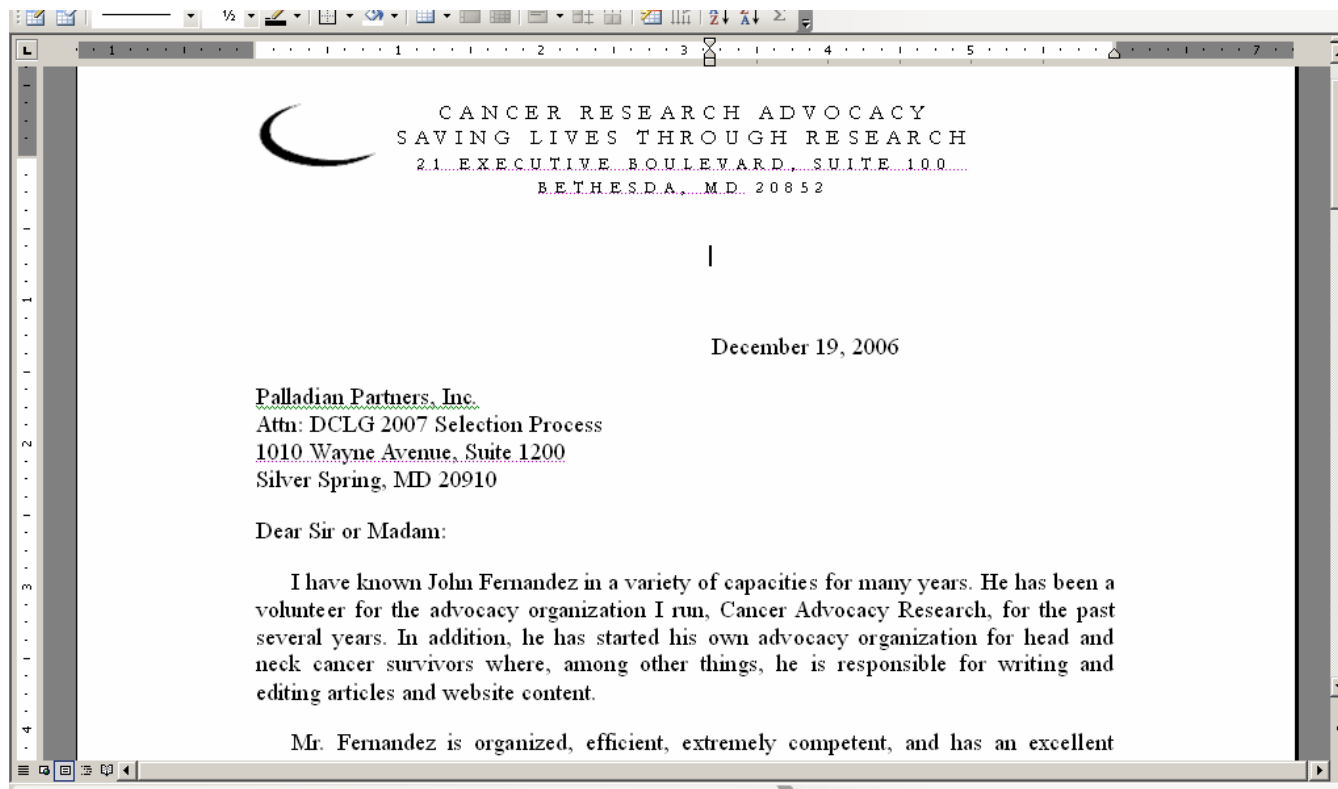
Communications and Collaboration Skills

As a representative on numerous advisory boards and a member of several advocacy groups, I have a great deal of experience in collaborating with multiple organizations. My communications skills are

Ability to Represent and Advise on Cross-Cutting Cancer Issues

I understand that now is the time to reframe the face of the cancer advocate. As a member of the DCLG, I would savor the opportunity to draw from my own experiences and expertise while broadening my view to include the experiences and expertise of those around me, as well as representing those who don't have a seat at the table...I am familiar with NCI's projects in...and would like to contribute to the development of the NCCCP...and I'm interested in research advocacy since NCI's mission is research-

C. Sample First Page – Letter of Reference



D. Sample – Statement of Assurance

The image is a screenshot of a Microsoft Word document. The document is titled 'Statement of Assurance' and is attributed to 'J. Fernandez'. It is labeled 'Page 1/1'. The document contains a section titled 'Statement of Assurance' followed by the text 'If I am selected to serve on the DCLG I will:'. Below this text is a bulleted list of three items: 'Participate fully in DCLG activities including face-to-face meetings, work group activities, conference calls, and information gathering in the preparation of DCLG reports and recommendations to the NCI Director.', 'Subordinate personal and professional cancer interests to broader, crosscutting matters of importance to NCI', and 'Respond to requests from the NCI Director to examine emerging issues in cancer research.' Below the list is a line for a signature, which has been handwritten, and a date field filled with '2/20/07'. At the bottom of the document, there is a note: 'Please Note: I am not a member of another NCI advisory board.' The document is displayed within a window with a standard Windows interface, including a menu bar, a toolbar, and a status bar.

J. Fernandez Page 1/1

Statement of Assurance

If I am selected to serve on the DCLG I will:

- Participate fully in DCLG activities including face-to-face meetings, work group activities, conference calls, and information gathering in the preparation of DCLG reports and recommendations to the NCI Director.
- Subordinate personal and professional cancer interests to broader, crosscutting matters of importance to NCI
- Respond to requests from the NCI Director to examine emerging issues in cancer research.

Signature: _____ Date: 2/20/07

Please Note: I am not a member of another NCI advisory board.

E. Sample First Page – Resume or CV

John Fernandez

ADDRESS

Home: 222 East James Street, Waterloo, Iowa 50701
555-123-4567
Email: jfernandez@company.com

Work: 5 Executive Blvd., Waterloo, Iowa 50701
555-123-7654; Work Fax: 555-123-5555; email: jfernandez@company.com

EDUCATION

B.S. College of Iowa, Waterloo, Iowa, 1973

WORK HISTORY

2000-present *Owner, Medical Devices*
Medical Devices provides design and development services to medical professionals and medical manufacturers, with emphasis on radiological products and services.

1999-present *Founder*
I am the Founder of the Head and Neck Cancer Survivors Network of Iowa. We work with other organizations to lobby for improved access to treatment and follow up care for all Iowans affected by cancer. |